

D - Directors & Coordinators

10 - minutes of Administrative group

a - 1972 - 1976

Miss Helen Sherwin

7/5/72 accepted -
also, Exec Comm 6/26
accepted -
8/30/72 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING
ADMINISTRATIVE MEETING OF COORDINATORS & DIRECTOR

Date: Tuesday, June 27, 1972

Time: 2:00 - 4:15 p.m.

Place: Ruth Sleeper Hall, First-floor Conference Room

Present: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney,
H. Sherwin, R. Tierney, Y. Mamone, guest.

AGENDA:

I. Job Descriptions: Secretaries

Agreed: The titles shall be "Secretary to (name of coordinator);
also, Admissions Secretary, Recording Secretary.

A. The Job Description for the Secretary to Miss Sherwin was circulated

Periodically, the loads assigned to secretaries have been scrutinized and redistributed, by the Executive Committee. It often happens, however, that members of one teaching group taking minutes for a committee ask the secretary most closely working with them to mimeograph and distribute the minutes. This makes later location of the stencils difficult.

B. Committees:

Executive, Miss Fitch - Executive Secretary

Evaluation, Bylaws, General Faculty - Miss Vogel, Secretary to Miss Brady

Curriculum, Audiovisual, Library, Faculty Development, library materials (monthly reports, etc.) - Mrs. Yoffee, Secretary to Mrs. Grady

Admissions - Miss Dow, Admissions Secretary

Guidance, Financial Aid, Recruitment - Mr. White, Executive Office Assistant

Social Activities: Miss Puccia, Secretary to Miss Sherwin

Ad Hoc Committees: Work would be done by the secretary assigned to the parent committee.

C. Nursing III minutes will be assumed by Miss Vogel from Miss Nolan; Nursing of the Ambulatory Patient course teaching materials and minutes by Miss Nolan.

- D. To Miss Nolan, Secretary to Miss Mahoney: Teaching Materials for Nursing of the Ambulatory Patient, Nursing of the Patient in Surgery Maternal-Child Nursing, Professional Adjustments II (Careers), minutes for Ambulatory Nursing. *+ Course materials for Nursing III*
- E. To Miss Vogel: Administrative materials for Nursing I, II and III, teaching materials for Nursing I and II, minutes for Bylaws, Evaluation Committee and General Faculty, minutes for Nursing III, first year rotations.
Audiovisual repairs in Ruth Sleeper Hall.
- F. Miss Brady and Miss Mahoney will prepare a job description for their secretaries.
- G. Job Description of Recording Secretary (9-71) accepted; the schedules of the second year were omitted, but should be included.

Agreed: Recording Secretary will assume the class schedules for first, second and third year.

She will become responsible to the Coordinator of Program Development

Next Meeting: Thursday, June 29, 1972; 9:00 a.m. - 4:00 p.m.

Agenda:

Registrar, Administrative Assistant, Secretary to Miss Grady, Secretary to the School of Nursing.

Office locations

Calendar next year for Executive Committee.

Respectfully submitted,

Helen Sherwin
Secretary, Pro-Tem

6-29-72
HS:sp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

ADMINISTRATIVE MEETING OF COORDINATORS AND DIRECTOR

H. Sherwin

accepted 7/5/72
8/30/72 accepted
Page 2; add " + course materials for Nurse III"
b Ellen Nolan's book

DATE: Tuesday, June 27, 1972

TIME: 10:00 a.m. -- 12:30 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney, H. Sherwin,
R. Tierney

AGENDA:

I. Announcements:

1. Miss Petzold circulated information from McLean Hospital concerning current employment opportunities there.
2. There is a new publication from the United States Department of Health, Education and Welfare entitled, "YOU-IN" (Youth Opportunities Unlimited In Nursing). The pamphlet presents an overview of the program and will be filed in the Palmer Davis Library.

II. New Business:

1. Mrs. Grady presented a concern of the faculty in Ambulatory Care regarding the heavy work load and "overtime" which existed during the winter months when there were shortages of staff. The faculty would like to plan several days off as compensatory time which they feel can be arranged at this time.

There was a lengthy discussion regarding how to establish reasonable work loads, and the peak times and variations which shift from group to group and year to year. All Coordinators agreed that, at one time or another, there had been shortages of staff or increased work loads in their areas due to any number of reasons, such as sudden resignations, illness, etc. Compensatory time which involved a day or several days off had not been usually planned for faculty on these occasions. The School wants to be flexible with work schedules, provide fair and equitable work distribution, and maintain high morale. However, it is realistic that there will be variations in work loads during the year as we meet the needs of the program.

ACTION: Mrs. Grady will follow up with the faculty in Ambulatory Care and see where individual schedules can be modified with more flexibility but still meet the needs of this specific area and the School. Miss Mahoney will join in these discussions as incoming Coordinator for this teaching area in the Fall.

2. The job description for Coordinator was reviewed and revised.

MRG/EY

Respectfully submitted,
Marjorie R. Grady,
Secretary Pro Tem

Miss Sherwin

MASSACHUSETTS GENERAL HOSPITAL

SCHOOL OF NURSING

Minutes of the Administrative Group

Date: June 29, 1972

Time: 9:00 a.m. - 12:15 p.m. and 1:15 p.m. - 4:30 p.m.

Place: First Floor Conference Room, Ruth Sleeper Hall

Present: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney, Y. Mamone,
H. Sherwin, R. Tierney.

Agenda:

I. Minutes of Previous Meeting(s)

A. Minutes of June 27, 1972 meetings are in the process of being typed.

II. On-going Business

A. Job Descriptions:

1. The Coordinators' job description was reviewed in light of discussions of the Chairmen Workshop meetings.
 - a. A statement pertaining to the Coordinator's functioning in the total School program is to be added to the Definition of Position.
2. The Administrative Assistant job description was reviewed and edited; with a rewording of the definition of position, clarification of administration responsibilities, and a reassignment of functional tasks to bring the job more in line with present expectations of the School program.
3. The Registrar - Chairman of Admissions proposed position was discussed at length.
 - a. Confusion over the use of the title "registrar" by MGH Personnel Office and School interpretation tables the use of the title at this time.
 - b. The position of Chairman of Admissions was pursued and clarified to mean Admissions Officer. Further clarification and a documented job description will be done by the Coordinator of Student Personnel Services and L. Kiely.

B. Program Development and Educational Resources

1. The Coordinator of Program Development and Educational Resources will assume closer administrative responsibility for the following areas and personnel included under the broad title of the position: Palmer Davis Library, Recording Secretary, Administrative Assistant, Secretary to the School, and Mrs. E. Yoffe.

III. August 30 & 31, 1972 Meetings

A. Faculty Committee Information

1. It was agreed that the faculty members be polled by August 30 as to their interest in serving on, or acting as chairman of, faculty committees in order that the Executive Committee might make appointments early in the School year.
- B. Job descriptions review will continue and will include those of the Coordinator, Administrative Assistant, Admissions Officer, as well as the Recording Secretary and Secretary to the School.
- C. Policies for Members of the Instructional Staff are to be reviewed by the Administrative group for discussion and updating.
- D. Calendar of Meetings for the Administrative group be planned to allow for carrying out matters of concern less directly related to Executive Committee business. Suggested: two to three hours monthly in addition to full days around class break times
- E. Bibliography for Faculty be ready for Executive Committee or Administrative group review by August 30 in order to be available to new faculty
- F. Office locations for faculty and staff be discussed by the Coordinators and moves planned before the beginning of the School year.

IV. Next Meeting:

- A. Planned for the Administrative group 9:00 a.m. to 4:00 p.m. on August 30, 1972.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

MINUTES OF THE ADMINISTRATIVE GROUP

DATE: Tuesday, August 29, 1972

TIME: 10:30 a.m. - 12:00 noon

PLACE: Harbor Towers

PRESENT: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney, Y. Mamone,
H. Sherwin, R. Tierney

AGENDA:

I. Minutes: Action postponed.

II. Old Business:

1. The current situation regarding office locations and phone changes was reviewed. Mr. Tierney is considering a plan for centralizing Audiovisual equipment such as bulbs, tape recorders, tapes, etc., in Walcott outside his office area. These supplies would be dispensed by a secretary. He will follow-up and discuss this plan at a later date.

The amount of space which is being used for storage of Massachusetts General Hospital Alumnae materials in Walcott First Floor Closet (Room #1C) was reviewed. There will be follow-up on this matter.

The storage facilities for books in the Palmer Davis Library and the extent to which these would be cut back if an audiovisual center materializes were discussed.

2. The staffing (faculty positions) for all years was reviewed. All vacancies except one in Nursing III and one in Maternity have been filled. Several new faculty members will be arriving in the month of September.

3. Job Descriptions

Coordinator -- ACTION: There was a final review and acceptance. Mr. Tierney will direct the revision to the Faculty and Faculty Manuals.

Admissions Officer -- is still in process of being developed by Miss Kiely and Miss Mamone.

Chairman -- discussion of this was postponed until the job description is reviewed by all Chairmen.

III. New Business:

1. The chart for Faculty Committee organization was reviewed and updated. Final acceptance will occur at a later date.
2. The Faculty Organizational Chart was reviewed and up-dated, and major lines and relationships discussed. There will be follow-up and final acceptance at a later date.

The meeting adjourned until 1:00 p.m.

MRG/EY

Respectfully submitted,
Mrs. Marjorie R. Grady

H. Sherwin
11/29/72 accepted NT

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting
of Director and Coordinators

Date: August 30, 1972, Wednesday

Time: ~~9:30~~ a.m. - 4:00 p.m.

Present: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney, Y. Mamone,
H. Sherwin, R. Tierney

AGENDA

I. Approval of Minutes of Previous Meetings

- A. The Minutes of the June 27, 1972 and June 29, 1972, meetings were accepted as circulated.

II. Job Descriptions

- A. Coordinators - completed with minor changes
- B. Executive Secretary (Miss Fitch) - Miss Fitch will be doing this
- C. Secretary of the School of Nursing (Mrs. Krouscup) - ready to be mimeographed
- D. Secretaries to A. Brady, D. Mahoney and H. Sherwin - these are ready to be mimeographed. Mrs. Yoffe has the stencils for these.
- E. Recording Secretary -
1. Change on page 1 (definition) and page 2, H. l. . . . directly responsible to Coordinator of Program Development and Educational Resources
 2. Under C, add 8. Stencils, mimeographs and distributes class schedules for all three years.
 3. Page 1, C-1 ? deleting, writes letters requesting lecturers to teach
- Mr. Tierney and Miss Sherwin will review this job description to determine any shifting of duties to or from other secretaries
- F. Secretary to Coordinator of Program Development and Educational Resources (Mrs. Yoffe)
1. This job description will be run off as prepared in 8/72, but changes in this are anticipated. Mr. Tierney and Miss Sherwin will review this in conjunction with the Recording Secretary's job description for possible shifting of duties. When revisions are completed, Mr. Tierney will give these job descriptions to Mrs. Yoffe for typing.
- G. Administrative Assistant - completed with the following revisions

1. Page 1, 10 - add for graduating seniors after other awards
2. Page 2, 13 - add means after examination

H. Chairman

1. Plan has been made for Chairman involvement in revision of this

I. Instructor and Assistant Instructor

1. These still need revision after Chairman job description is completed. Instructors and Assistant Instructors should be involved in these revisions.

III. Confidential Monthly Payroll

- A. The pros and cons of requesting that all Faculty be placed on the Confidential Monthly Payroll were discussed as well as some of the mechanics of implementing this. No decision has been made but the general feeling toward this change was favorable. The Executive Committee will discuss this further before any decision is made. If the change is made, it would not be before January 1973, and very possibly later than this.

IV. Completion of Faculty Appointments to Standing Committees

- A. These were reviewed and completed

Next Meeting:

August 31, 1972, 9:00 a.m. to 1:00 p.m.

Agenda:

1. Review of Faculty Qualifications
2. Faculty Evaluation Plan
3. Priorities and dates for future Administrative Meetings

Respectfully submitted,

Dorothy Mahoney
Secretary Pro-Tem

DM:sk
9-8-72

H. Sherwin
11/29/72 accepted
NB

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting
of Director and Coordinators

Date: Thursday, August 31, 1972

Time: 9:00 a.m. to 1:15 p.m.

Place: Harbor Towers

Present: N. Petzold, presiding; A. Brady, M. Grady, D. Mahoney, Y. Mamone,
H. Sherwin, and R. Tierney

Agenda

I. Minutes of Previous Meeting:

- A. The minutes of August 30, 1972, sessions not available for action.

II. Old Business:

A. Secretarial Typing Assignments of Committee Minutes

1. Copies of the secretarial assignments for typing committee minutes were distributed for 1972-1973.

B. Faculty Meetings 1972-1973

1. Copies of the Faculty Meeting times were distributed with a change of date for the first meeting from September 20 to September 27, 1972.

C. Coordinator Job Description

1. The Coordinator job description was given a final editing in preparation for typing and distribution

III. New Business:

A. Faculty Qualifications

1. Highlights of the discussion regarding faculty employment, retention, promotion and demotion included:
- a. Faculty maintaining full instructor positions without evidence of further educational preparation towards a Master's Degree and/or courses in the area of clinical specialty.
 - b. The difference between instructor and assistant instructor being interpreted on work load and experience without consideration of educational preparation requirements.
 - c. Faculty awareness of qualifications for faculty members as stated by the Board of Registration in Nursing, MGH School policies, and the NLN Criteria
 - d. At the time of self-evaluation utilizing the Faculty Data Sheet, faculty should document a plan for working toward the completion of their Master's and/or for completion of courses in the area of clinical specialty.

- e. Continued lack of meeting requirements of educational preparation for faculty would support consideration for the individual to terminate
 - f. Faculty not meeting educational qualifications stated by the Board of Registration are subject to review and change from a full instructor position to an assistant instructor position regardless of years of experience
 - 2. Unanimous agreement for the following actions:
 - a. A form be devised to be used by faculty to document their plan for meeting educational requirements for maintaining a faculty position
 - 1.) The form to have clearly stated for faculty use the requirements of the NLN, School, and Board of Registration.
 - b. The form be distributed at the same time as the Faculty Data Sheet (September and February).
 - c. The education plan sheet be reviewed with faculty by the Coordinator at the time of reviewing the Faculty Data Sheet.
 - d. Following the review each faculty member receive a letter from the Coordinator approving the outlined plan or a letter stating what must be done (by a specified date) to be accepted as an approved plan.
 - e. All education sheets be periodically reviewed by the Administrative Committee
 - 3. Reminder - A transcript of completed courses or degrees must be placed on file with the Administrative Assistant
- B. Faculty Evaluations and Faculty References
- 1. A review of the policy on Faculty Evaluation led to the following considerations
 - a. A terminal evaluation is not to be considered the reference which will be sent at a future time on request by a resigned faculty member
 - 1.) The evaluation often serves as a basis for future references
 - 2.) A final evaluation may not speak specifically to the details of the reference request
 - 3.) An unfavorable evaluation does not always indicate that a reference request be answered negatively
 - 4.) A written terminating evaluation may not be complete until after the individual has resigned. Successful completion of faculty responsibilities often cannot be documented until the last minute.
 - 2. Periodic evaluation conferences and/or review of Faculty Data Sheets keep the individual updated on his performance
 - 3. Faculty should keep their own notes on periodic evaluation conferences as a means of measuring progress.
 - 4. A faculty member's personal file is confidential and may only be reviewed with a Coordinator. Parts of a record, entrusted to the School as being confidential (e.g. personal references) are not available to the individual
 - 5. Discussion pertaining to faculty receiving a copy of an evaluation resulted in the following:
Action: Committee agreement that copies of an evaluation are not to be given to a faculty member

C. Review of Staffing

1. All positions in all areas are filled for the School Year 1972-1973, with the exceptions of:
 - a. Maternity Instructor
 - b. Nursing III Instructor after October
 - c. Third Instructor to fill the forty-hour evening Nursing III position

D. Review of Office Space

1. Office space planning for faculty, administrative persons and secretarial staff for the School Year 1972-1973, has been completed with several office changes in Walcott House and Ruth Sleeper Hall

E. Massachusetts General Hospital By-laws

1. A previously circulated copy of the MGH By-laws will be duplicated for each Coordinator in order to have it more available to faculty

IV. Agenda and Dates for Future Meetings

- A. Criteria for Evaluation of Diploma Programs in Nursing pertaining to Administration and Guidance and Resources, Facilities and Services will continue to be utilized by this Committee as an evaluative guide for defining their goals
- B. To be added to the on-going agenda of the Committee:
 1. Review of MGH By-laws
 2. Statement on aspects of Program evaluation that pertain to this Committee
 3. Contracts for clinical experience vs. agreements for observations
 4. Spring workshop dates.
- C. Dates for meetings:
 1. P.R.N. meetings in September and October
 2. November 29, 1972 (Wednesday) 2:00 p.m. to 9:00 p.m.
 3. December 21, 1972 (Thursday) 9:00 a.m. to 4:00 p.m.
 4. December 22, 1972 (Friday) 9:00 a.m. to 1:00 p.m.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

RT:sk
9-13-72

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Administrative Meeting of Coordinators and Director

Date: Wednesday, November 29, 1972

Time: 2:00 p.m. to 10:50 p.m.

Place: Colonial Village Apartments

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
R. Tierney

Agenda

I. Minutes of Previous Meetings

- A. The minutes of August 30 a.m. and p.m. and the minutes of August 31, 1972, were accepted with the following corrections:
 - 1. Minutes dated Tuesday, August 29, 1972, should be changed to read Wednesday, August 30, 1972.
 - 2. Minutes dated August 30, 1972, Wednesday should have time changed to read 1:00 p.m. to 4:00 p.m.

II. New Business

A. Capitation Grant Program

- 1. The Act provides new authority for institutional support in the form of capitation grants. Differentials are authorized to encourage expansion of enrollment and preparation of nurse practitioners.
- 2. Application is due January 6, 1972.
- 3. The group discussed at length the factors which support our eligibility for these funds. Focus was placed on two major amendments:
 - a. Expansion of enrollment requirement - We would request from the Secretary a waiver of the requirement based on the fact that our School cannot accomplish the increase in first year enrollment of full-time students because of limitations of physical facilities available.
 - b. Plan requirement - The Act requires that, in connection with its application for the grant, the school submit a plan to carry out, during the two school years following the fiscal year in which the grant is made, projects in at least 3 of 8 specified categories.
- 4. The group reviewed each of the suggested project areas, the grant application form and after much discussion selected five project areas on which to focus. The following are the five selected projects and some related supporting information regarding the relevance of the project within our program.
 - a. Establish cooperative intradisciplinary training among schools of nursing with a view toward establishment of interchangeable curriculum or shared use of resources.
Considerations applied to our program:
 - 1.) ? Shared use of existing resources - library, classrooms, labs, audio-visual equipment, health clinic.

- 2.) ? What other schools of nursing currently use our resources - B.C., Nurse Interns, B.U. Graduate students, Shepard-Gill, ?Shriners affiliates.
- 3.) Pre-planning with others for the use of clinical facilities. E.g. Shepard-Gill
- b. Assist in increasing the supply of adequately trained nursing personnel or to promote the full utilization of nursing skills. Considerations within our program.
 1. Preparation for licensure of foreign graduate nurses or graduates who failed licensing exams. E.g. Psychiatric enrollment.
 2. Transfer students, married students, students who have had a prolonged interruption in their nursing program.
 3. Faculty development programs open to others.
- c. Effect significant improvements in the curricula of schools of nursing (including projects with a view toward the assumption of greater patient care responsibilities).
 1. Community Health Home Visiting Projects - years 2 and 3
 2. Increased focus on Assessment, Intervention, Patient teaching
 3. Use of extended care facility
 4. Improved quality Senior Evening experience
 5. Refer to Curriculum Committee Annual Report for others
- d. Provide in-service or other training and education to upgrade the skills of licensed vocational or licensed practical nurses, nursing assistants and aides, and other paraprofessional personnel.
 1. Efforts mainly toward education for upward mobility of L.P.N. (1971)
 2. ? technicians (O.R., inhalation, and others) Medical Corpsmen
- e. Increase admissions to, and enrollment and retention in, such schools of qualified individuals who, due to socioeconomic factors, are financially or educationally disadvantaged.
 1. Prolonged Program.
 2. Recruitment projects
 3. Policies for part-time students.
 4. W.I.N.

Mr. Tierney will prepare the application

III. Old Business

- A. The depreciation budget was again reviewed and updated. Purchase of approved items will begin. R. Tierney will contact P. Lancaster regarding furniture for school offices. Y. Mamone will oversee purchases for the Residences.
- B. The group discussed the progress of the Task Force Groups dealing with Continuing Education. The next meeting will be held on December 21, 1972, from 9:00 a.m. to 2:30 p.m.

Agenda Priorities:

1. Review Job Descriptions
 - a. Admissions Officer
 - b. Administrative Assistant
 - c. Instructor
 - d. Assistant Instructor.

2. Administrative Staff: Plan for Evaluation of aspects of program for which each is responsible
3. Review recommendations from the last NLN accreditation visit
4. Review "Information for members of the instructional staff"
5. Follow-up Plan for Faculty Qualifications and Data Sheets
6. Shepard-Gill use of the Health Clinic - plan and implications
7. Communication of Announcements

Respectfully submitted,

Audrey Brady
Secretary Pro-Tem

ARB:SK
12-1-72

3/8/73 Accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

DATE: December 21, 1972

TIME: 9:00 a.m. - 1:00 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
R. Tierney

AGENDA

I. Announcements

- A. Y. Mamone announced that she, Mrs. Dolan, R. Nichols and M. Bates would meet on January 26, 1973, to discuss the possibility of a combined M.G.H School of Nursing and Shepard-Gill School of Practical Nursing Health Clinic.
- B. R. Tierney circulated a memo to coordinators related to previewing films. He requested that the information be communicated to the faculty. Concern was again expressed for the amount of money recently charged to the School.
 - 1. A. Brady suggested that after the system is established it should be included in the Faculty Manual.
- C. N. Petzold circulated The Diploma Nurse, the Hospital School, and the National Commission.

II. Old Business

A. Capitation Grants

- 1. R. Tierney circulated materials he had compiled which will be submitted for the Capitation Grant. R. Tierney reported that he was encountering difficulty in one area of the proposal, Faculty Curriculum Improvement. It was suggested that each member of the group submit in writing a statement pertaining to his area.

III. New Business

A. Review and revision of the Policies for Members of the Faculty

- 1. As a department within the Massachusetts General Hospital, the School of Nursing adheres to those employment policies developed by the institution.

2. The Massachusetts General Hospital's policy conforms in letter and in spirit with national and state regulations relative to non-discrimination.
3. Decisions concerning employment, transfer and promotion are all made on the basis of factors required by the duties and responsibilities of the job without regard for the color, race, religion, national origin, age or sex of the applicant.
4. Within this broad framework the policy stated below has been developed to further meet the unique needs and standards of the School.
 - a. Faculty members must meet the requirements specified by the Massachusetts Board of Registration. Positions on the faculty are open to graduate nurses registered in Massachusetts and non-nurses who hold the necessary qualifications for their positions. Non-nurse faculty must meet any certification or licensure requirements of their disciplines. Previous experience in teaching and in nursing is required for certain positions. (See Board of Registration Requirements and Promotion from within the Faculty.) Faculty members should have preparation at the master's level pertinent to their responsibilities or have started study toward a master's degree and have plans to complete the required preparation and they must have experience commensurate with the responsibilities of their positions.

In lieu of a master's, specialized relevant preparation may be accepted for certain staff positions.

Continuing education is expected of all faculty members. Those with less than a master's degree are expected to take a minimum of one college course a year toward the master's in their field of specialization and to present a plan to complete the required preparation.

A statement is needed on previous work experience, personal characteristics and philosophy.

b. Membership in Organizations

- 1.) It is expected that faculty members will obtain and retain membership in the National League for Nursing.
- 2.) Membership in appropriate professional and community organizations is essential to each faculty member's continued effectiveness and development. Their interests must be translated into active participation if significant benefits are to accrue to the individual, the entire faculty and the School.

- c. Whenever possible promotions are made from within the faculty on the basis of personal and professional qualifications.
- d. Members of the faculty who accept positions at the School of Nursing are expected to remain each year for the full academic year. Preference will be given to applicants who plan to remain at least two academic years.
- e. Since recognition of the ongoing needs of the program is a faculty responsibility, faculty members who are considering resignation are expected to notify their coordinators as soon as possible but no later than May 1. Written confirmation of resignation should be submitted to the Director at least three months prior to termination. Length of notice is also dependent on the degree of responsibility of the position.
- f. Leave of Absence - refer to the M.G.H. Handbook for Employees.

IV. Future Meetings

A. December 22, 1972, from 9:00 a.m. to 1:00 p.m.

(meeting not held)

Respectfully submitted

Yolanda Mamone
Secretary, Pro-Tem

YM:SK
3-1-73

3/20/73
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

DATE: March ⁸7, 1973

TIME: 9:00 a.m. to 11:30 a.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA

I. Minutes of Previous Meetings

- A. The minutes of the November 29, 1972, and December 21, 1972, meetings were accepted as circulated.

II. New Business

- A. The Coordinator of the day system was discussed. There does not seem to be a problem in reaching a Coordinator during the day, but the system used is seldom that which has been devised, i.e., each coordinator assigned one day.

Action: It was recommended and approved that the system be discontinued and that the most appropriate coordinator for the situation be contacted. Care must be taken to have a back up system so that an administrative person can always be reached. Each Monday at Executive Committee Meeting, each member's availability for that week will be made known. As incidences arise, the effectiveness of the system can be evaluated.

- B. Review of NLN Recommendations for the School following the Accreditation Survey of June 1968.

1. As a result of this recommendation care has been taken to make committees aware of their role as referral groups to Faculty Organization and that their minutes should document that appropriate channelling takes place.
Each Committee should review at the beginning of the year its purposes, powers, duties, voting and the types of action it can take. New faculty should be oriented to minutes taking. A standard format for taking minutes has been devised but guidance in its use is needed.
2. Following the NLN Accreditation visit, an Ad Hoc Committee was appointed at the Faculty Meeting to review Faculty work-load. This Committee was unable to continue its meetings and there was no further input from it. Faculty work load

has been assessed when reviewing the budget and requesting additional faculty positions for various areas, but there is a need for some overall statements about this. There is an ongoing assessment for individual work loads within teaching areas. R. Tierney volunteered to work with a small group of faculty to pull together the elements of the current policies and practices and to prepare a statement relative to faculty workloads. This would eventually be reviewed by the total faculty.

Action: The Committee unanimously supported this suggestion. R. Tierney will ask for faculty volunteers at the next Faculty Meeting, March 8, 1973.

III. Future Agenda

- A. Continue review of action on the NLN recommendations following the 1968 Accreditation Survey
- B. Continue revision of policies for members of the faculty
- C. Followup meeting of the Chairman Workshop
- D. Faculty Data Sheet
- E. Job Descriptions

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro-tem

DM:SK
3-14-73

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

MINUTES OF THE ADMINISTRATIVE MEETING

5/16/73
Accepted with
Correction or
Clarification
p. 2

DATE: Thursday, March 15, 1973

PLACE: Ruth Sleeper Hall, First Floor Conference Room

TIME: 9:00 a.m. - 12:15 p.m. and 1:30 p.m. - 3:20 p.m.

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
R. Tierney after 10:30 a.m.

AGENDA:

I. Announcements

- A. The Patients' Bill of Rights recently distributed to Coordinators was an endorsement by the Board of Trustees of the Massachusetts Hospital Association, not of the Massachusetts General Hospital. Several sets of minutes have referred to these as of MGH.
- B. Miss Mahoney attended last night at Boston College a discussion of the legal implications of this statement - the probability of more legal suits as consumers become better informed.
- C. MGH is again exploring the possibilities of becoming a degree-granting institution. An educational consultant, Mr. Richard Olsen, formerly of Boston College, has been appointed.

II. Old Business

- A. Meeting of Chairmen of courses and functional areas with the Director and Coordinators: Wednesday, April 25, 1973, 1-5 p.m., probably at Holiday Inn. This will be the first such meeting this year.
- B. NLN Board of Review Recommendations of 1968. (continued review of these)
 - #1. "That the functioning of the faculty organization and its committees be consistent with the bylaws in relation to responsibility for action on policy."
 - #2. "That a work-load policy for faculty be developed and implemented."

(Both of these were discussed at the previous meeting.)

- #3. "That the involvement of the Counselors be extended to the second and third-year students and their advisers to increase the quality of the guidance and counseling services."

This recommendation even at the time seemed to us unfounded. Since then, documentation of school-wide involvement has been extensive.

#4. "That the hours of courses offered on a quarter system be developed as multiples of 12 or 13, whichever is deemed appropriate, because of like weeks in the quarter.

#5. "That the course hours offered during any one quarter be similar to those of any other quarter, thereby providing comparable course hour loads for students."

#4 and #5 really have to do with a comparable load for students within each term of each year, a constant number of weekly hours per course within the boundaries of a term, and implementation of this School's definition of a course.

Renumbering of the several courses has helped, perhaps. The Coordinators will review the distribution of hours, and will follow up the matter of separate objectives, criteria, and outlines for each numbered course.

on previous discussion
(Curriculum Committee will first discuss this matter as a follow-up to the 1968 recommendations.)

#6. "That the concept of a course in nursing (planned instruction and planned laboratory experience) be implemented by having instructors assume responsibility for all aspects of a course, including supervision of evening, night, and weekend experiences."

Instructors in Maternal-Child Nursing are with students except for a single weekend assignment for each student whose objectives have been clearly stated. Instructors make the assignments before hand. Psychiatric Nursing Instructors are with students one day 3-9 p.m. at McLean. In the second year courses, the late afternoon and evening hours are chosen to provide contact with patients which would otherwise be limited - always with faculty present.

In First Year Nursing, instructors are with students. Each student has one weekend day on two different occasions on the last clinical rotation within the second term, without an instructor, to meet the objective of independent functioning.

In Nursing III, evening instructors are with the students, conducting conferences, and teaching in the clinical area. At the moment, no experiences after 11 p.m. in the third year, nor after 9 p.m. in the first two years.

#7 "That the systematic plan for evaluation be reviewed to determine whether it is realistic to evaluate all components of the School yearly."

(This had been an attempt to identify elements actually carried out each year, and the time of year when done, not an intensive survey.)

Since 1968 several groups have developed plans and statements, which do need somehow to be pulled together. This group must work with the administrative plan.

After revision of the School Objectives a plan must be made to evaluate how they and their components are being met, in conjunction with the Criteria of a good school of nursing (who evaluates what, when, how).

#8 "That a uniform format be developed, adopted, and implemented for minutes of all school and faculty meetings that include issues discussed, action taken, recommendations made, and the names of groups or individuals to whom recommendations are made."

The number and quality of minutes has vastly improved, indicating issues, trends (pros and cons) of discussion, action taken, and names of individuals or groups to whom matters have been referred.

This is important because minutes are used to verify our statements about our program.

The format adopted in 1968 was examined and discussed in regard to its helpfulness as a guide to the secretary. A separate section, "Reports of Committees, Groups, or Individuals" was suggested, to indicate clearly that a group has made a report to another group. Consideration for action on a committee's recommendation would be a matter of Old Business or New Business.

This relates to the NLN Recommendation #1 to us in 1968 to be sure that an appropriate group is taking action on the matters for which they have responsibility, and to show whether another group is merely receiving information, or endorsing or ratifying or supporting an action.

Some indenting, underlining, and headlining might be desirable to make information easily available. A sample demonstrating this might be included. (D. Mahoney and R. Tierney offered to revise the form and to prepare a sample form.)

Old Business:

Topics identified

Issues discussed

Focus of discussion

Action taken

Referred to whom?

Next meeting: Tuesday, March 20, 1973, 1:00-4:00 p.m.

Ongoing Agenda: Faculty Data Sheets (see Admin. Minutes 8/31/72)
Faculty Personnel Policies
Minutes Format
Plan for Systematic Review
Faculty Work-load Statement

4/9/73 *accepted*

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

MINUTES OF THE ADMINISTRATIVE MEETING

DATE: March 21, 1973

TIME: 1:00 p.m. to 4:30 p.m.

PLACE: Walcott House G-8 Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
and R. Tierney.

AGENDA:

I. Minutes of Previous Meeting

A. The minutes of March 7, 1973 were accepted with the following correction:

1. Date: to read March 8, 1973.

II. Old Business:

A. None.

III. New Business:

A. Review of Faculty for Maintaining Current Position

1. Purpose of Meeting:

a. To follow up on the plan (Minutes of Administrative Meeting August 31, 1972) for reviewing individual faculty meeting educational requirements for maintaining a faculty position.

2. Criteria for Review of Faculty:

a. Criteria outlined (Administrative Meeting minutes of August 31, 1972) and detailed in the addendum to these minutes were made available to all faculty with the distribution of the Faculty Data Sheets in September 1972; and all new faculty after September with the Faculty Data Sheets in February.

b. The faculty members presented by Coordinators for group review today are individuals who give evidence of minimally meeting the educational requirements (addendum to these minutes - NLN, Board of Registration and/or School policy expectations) for the title of their current position.

(1) Evidence of minimally meeting educational requirements is based on the documentation by the individual faculty member in Part II - Educational Preparation of the Faculty Data Sheet.

3. Faculty Reviewed:

a. Jean Boswell

Appointed to faculty - 1966	Assistant Instructor
Change of title - 1970	Instructor
At time of appointment	B.S. with no additional credits.
Courses to date	Formation of Republic (1969) Curriculum & Teaching (1970) Elementary Statistics (1973)

Action:

Recommendations include

- 1) That clarification be made of 7 credits for advanced study recorded on the Data Sheet.
- 2) In order to retain the title of Instructor
 - a) That she, within the year, documents in writing a plan to pursue her Master's degree.
 - b) That she continues to be actively involved in advanced course work (minimum of one course per year).

b. Barbara Ellsworth

Appointed to faculty - 1961	Assistant Instructor
Change of title - 1967	Instructor
At time of appointment	B.S. with 6 additional credits
Courses to date	Evidence of 7 credits from B.U. in areas of curriculum and evaluation.

Action:

Recommendations include

- 1) That clarification be made of the 13 credits for advanced study recorded on the Data Sheet.
- 2) That a transcript of courses taken beyond the B.S. degree be obtained by her for her School file.
- 3) In order to retain the title of instructor
 - a) That she, within the year, documents in writing a plan to pursue her Master's degree.
 - b) That she becomes actively involved in advanced course work (minimum of one course per year).

c. Marian Relitch

Appointed to faculty - 1971	Assistant Instructor
At time of appointment	Bachelor's in Education
Courses to date	None

Action:

Recommendations include that within the year:

- 1) She indicate in writing a plan to pursue advanced nursing courses.
- 2) She document in writing a plan to pursue her Master's degree.
- 3) That she becomes actively involved in advanced course work (minimum of one course for the fall and spring semesters).

d. Sarah Traniello

Appointed to faculty - 1970	Instructor
At time of appointment	B.S. with 24 additional credits
Courses to date	None

Action:

Recommendations include

- 1) In order to retain the title of Instructor
 - a) That she, within the year, documents in writing a plan for completing her Master's degree.
 - b) That she becomes actively involved in advanced course work (minimum of one course per year).

e. Joanne Hyde

Appointed to faculty - 1970	Instructor
At time of appointment	B.S. with 15 additional credits
Courses to date	Several documented
	Accepted in Master's Program (Health Education) at B. U.

Action:

Recommendations include

- 1) She retain the title of Instructor for the next School year.
- 2) She pursue (as a priority) a course in methods of evaluation.
- 3) She continues to take advanced courses (at least one per year).

f. Ruth Marnalse

Appointed to faculty - 1971	Assistant Instructor
At time of appointment	B.S. (non-nursing degree)
Courses to date	Psychology of Personality 1971
	Acceptance pending for Master's Program (B.U.) in Health Teaching.

Action:

Recommendations include

- 1) She retain the position of Assistant Instructor for the next School year.
- 2) She continues to take advanced courses (at least one per year).
- 3) She continue to pursue her plan for obtaining a Master's degree.

g. Ann Hammer

Appointed to faculty - 1970 Assistant Instructor
At time of appointment B.A. Psychology

Action:

Recommendations include that within the next year she:

- 1) Documents in writing a plan for pursuing her Master's degree.
- 2) Becomes actively involved in advanced course work (minimum of one course per year).
- 3) Presents evidence of having completed a course related to the field of teaching.

4. Follow-up

- a. Each Coordinator will meet with the individuals reviewed and discuss with them the implications of the recommendations. A copy of the letter to each individual faculty member outlining the recommendations is to be included in the individual's file.

B. Administrative Assistant Position and Faculty Records

1. Discussions involved the Administrative Assistant position being defined as a faculty position, activities and functions of the Administrative Assistant, and the need of providing a guide for the maintenance and updating of faculty records.

Action:

Y. Mamone and R. Tierney will plan with F. White for documenting guidelines for maintenance of faculty records including a plan for updating.

IV.

Future Agenda:

- A. A meeting was planned for April 12, 1973 from 11:00 a.m. to 1:00 p.m. Place to be determined.

Respectfully submitted,

Richard Tierney
Secretary pro tem.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

5/16/73
Accepted
with correction p. 3.

MINUTES OF THE ADMINISTRATIVE MEETING

DATE: April 9, 1973
TIME: 9:15 a.m. - 12:15 p.m.
PLACE: First Floor Conference Room, Ruth Sleeper Hall
PRESENT: H. Sherwin, presiding; A. Brady, D. Mahoney, Y. Mamone, R. Tierney
ABSENT: N. Petzold
AGENDA:

I. Minutes of Previous Meeting

A. The minutes of March 21, 1973 were accepted as circulated.

II. Reports

A. Follow up on Faculty Data Sheets

1. D. Mahoney reported that follow-up letters have been sent to Jean Boswell and Marian Relitch.
2. A. Brady reported that she is following up with those faculty members reviewed from her areas.

B. Personnel Department

1. The vacation policy for MGH employees is in the process of change to include the following:
 - a) After one year of employment - three weeks of vacation.
 - b) After five years of employment - four weeks of vacation.
 - c) After 20 years of employment - five weeks of vacation.

III. Announcements

A. Mrs. Stalvey will be retiring by September 1, 1973.

IV. Old Business

A. Pre-Graduation Information Sheet

1. The form designed by A. Brady was reviewed and some minor revisions were made.
2. The form will be distributed and collected within three weeks of graduation by third year nursing.
3. A. Brady will coordinate the typing and distribution of the revised form.

4. The question was raised regarding the storage and follow up of these forms. R. Tierney volunteered to assume this responsibility

V. New Business

A. Revised Clinical Laboratory Hours

1. R. Tierney circulated a revised form for review. He reported that the use of the present record keeping system for clinical experiences of students is inadequate and antiquated.
2. Discussion ensued regarding the updating of this form to meet the present needs of the program. Suggestions were made to complete the revision of the form circulated by R. Tierney.

Action:

Recommendations include:

- a) Suggestions made by the group
- b) Final revision and completion be at the discretion of R. Tierney and the Recording Secretary.

B. Secretarial Staff

1. Concern was expressed regarding the attitudes and behavior of some of the secretarial staff.
2. R. Tierney circulated a report written by Mrs. Janczunski and Mrs. Yoffe on the conference they attended at the New England Hospital Assembly entitled "Improve Your Communication Skills as a Secretary."

C. Revised Job Descriptions

1. R. Tierney presented the revised job descriptions for:
 - a. Administrative Assistant and Financial Aid Officer
 - b. Recording Secretary
 - c. Secretary to R. Tierney, Coordinator of Program Development and Educational Resources
 - d. Coordinator, Program Development and Educational Resources
 - e. Coordinator
 - f. Admissions Officer
2. Y. Mamone stated that the job descriptions for Coordinator of Student Personnel Services and the Executive Office Assistant will be updated in July of 1973.
3. R. Tierney stated that the job description for the Assistant Librarian is to be written.

D. Guide for Use of Secretary, Pro Tem., Taking Minutes

1. D. Mahoney circulated copies of the revised form of the Guide for Use of Secretary, Pro Tem., Taking Minutes. Discussion ensued regarding the distribution of these forms.
2. The question was raised concerning the use of this form at all meetings; i.e. area meetings as well as committee meetings.

Action: Y. Mamone moved that the form be accepted as circulated with the title changed to read Guide for Use of Secretary, Pro Tem., Taking Minutes. The motion was carried with a unanimous vote.

VI. Future Agenda

1. Transcript fees
2. Routing of Student Resignation Forms
3. Catalogue changes
4. Clinics charges to students for care
5. Compensatory time for faculty and staff
6. Notification of instructors' absences
7. Future Administrative Meetings.

Respectfully submitted,

Yolanda M. Mamone
Secretary pro tem.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

MINUTES OF THE ADMINISTRATIVE MEETING

DATE: May 16, 1973

TIME: 3:00 p.m. to 6:30 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
and R. Tierney.

AGENDA:

I. Minutes of Previous Meetings

A. The minutes of the March 15, 1973 meeting were accepted with the following correction:

1. Page 2, B. NLN Board of Review Recommendations, 1968, statement in parenthesis (Curriculum Committee will) should read (Curriculum Committee will further follow up this matter relating to the 1968 recommendations.)

B. The minutes of the April 9, 1973 meeting were accepted with the following clarification and correction:

1. Page 2, IV. Old Business, 4. - To include the compilation of information from the forms as well as storage.
2. Page 3, VI Future Agenda, 3 - to read Catalogue Charges (not changes).

II. Reports

A. May 1973 MGH Hot Line

1. Miss Petzold circulated the May 1973 issue of the MGH Hot Line which included a brief article on the School's hundredth anniversary.

B. School's Centennial Year Opening Activity

1. Miss Mamone summarized the schedule of activities for the opening day of the School's Centennial Year celebration. The Open House for students and their guests will be held on Wednesday, May 23, 1973.

10:00 a.m. Coffee Hour (Bartlett Hall)

1:00-4:00 p.m. Open House

Ruth Sleeper Hall - Displays, demonstrations and tours.

Walcott House - Slides and refreshments. Tours of the Hospital.

4:00-5:00 p.m. Sherry Hour

Gray Building - 11th floor
and The Chalet.

5:00-7:00 p.m. Dinner

General Cafeteria - served
by faculty

7:00 p.m.

Guest Speaker - Moseley Rotunda

Miss Ruth Sleeper

III. Announcements

A. Boston University School of Nursing Alumni News

1. Miss Petzold circulated a copy of the April 15, 1973 B. U. School of Nursing Alumni News which contained an article on the Mugar Library and Nursing Archives that offers several misstatements.

B. Marie S. Andrews Memorial Award

1. Miss Petzold announced the donation of a \$100.00 gift from Mr. Joseph Andrews to be given as an award to a 1973 graduating student in memory of his wife Marie S. Andrews (MGH School of Nursing Alumna and Chairman of the MGH School of Nursing Advisory Council).

See New Business for Action

C. Executive Committee Meeting May 21, 1973

1. Miss Petzold has invited Mr. Richard Olsen to the May 21, 1973 Executive Committee meeting. He is currently employed at MGH on a consulting basis to review educational programs at MGH.

D. Student Nurse Reports on Unusual Occurences

1. Miss Brady announced that the Department of Nursing's Committee on Review of Unusual Occurences commented favorably on the MGH School of Nursing students reporting of unusual occurences. It is the only group of students that do document incidents, minimal as they occur, while there is no evidence of any other nursing students reporting discovering or being involved in patient situations.

IV. Old Business:

A. Review of Projected Staffing Needs 1973-1974

1. Individuals interested in teaching positions are being or will be interviewed for the vacancies expected for the School Year beginning September 1973. A review indicates vacancies remain

in First Year Nursing, Maternity Nursing, Ambulatory Nursing, (?) Psychiatric Nursing, and Palmer-Davis Library.

V. New Business

A. Marie S. Andrews Memorial Award

1. (See Announcements, B). Discussion centered around criteria and guidelines for selecting a recipient for the award. It was agreed, because of Mrs. Andrews' association with MGH as an Orthopedic Nursing Supervisor, that the award would be made to a graduating student who had displayed a high level of performance in the area of Orthopedic Nursing.

Action: Unanimous agreement that the Third Year Nursing faculty make the selection of student to receive the award and make known the criteria used in selecting the particular student. The recipient will be recognized at the Graduation Exercises when the award is made.

2. The Administrative Group also expressed its appreciation of Mr. Andrews' thoughtfulness for presenting the gift to the School of Nursing.

B. Clarification of New Vacation Policy

1. Miss Petzold has sought clarification of the newly instituted MGH employee vacation policy from Mrs. MacRobert, Mr. Martin, and Mr. Mattos. Further deliberations by this group will take place when responses are received from the individuals above.

Action: Interpretation of the new vacation policy (three weeks for all new MGH employees) to faculty applicants should include the possibilities of the change from a four to a three week vacation.

C. Salary Scales Effective Fall of 1973

1. Miss Petzold distributed copies of the intended projected increases for various faculty positions for the fall of 1973.

Action: None

D. Charges for School Year 1973-1974

1. Miss Petzold distributed copies of the charges to students for the School Year 1973-1974 for the purpose of determining a cost per course charge that would facilitate handling charges to individual students. Further considerations of reentrance fees, semi-course fees, and fees for exempted courses were casually mentioned for further discussion and action.

Action: Agreed that the charges for courses of the second year,

based on the tuition income and length of course,
be set at:

Maternal-Child Nursing	(20 weeks)	\$500.00
Ambulatory Patient Care	(5 weeks)	125.00
Nurs. Care Pt. in Surgery	(5 weeks)	125.00
Mental Health Nursing	(10 weeks)	250.00
		<u>\$1,000.00</u>

VI. Future Meetings

1. The next meeting is planned as a luncheon meeting (11:30 a.m. to 1:30 p.m.) in the Ruth Sleeper Hall Conference Room on May 31, 1973.
2. Changes in Executive Committee Meeting Times
 - a. June 19, 1973 (Tuesday) 1:30 to 4:30 p.m.
instead of June 18, 1973 (Monday).
 - b. June 27, 1973 (Wednesday) 1:00 to 4:00 p.m.
instead of June 25, 1973 (Monday).

VII. Agenda

1. Additions to the ongoing agenda (April 9, 1973).
 - a. Student morale.
 - b. Overall program evaluation.

Respectfully submitted,

Richard Tierney
Secretary pro tem.

Miss H Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: May 31, 1973

Time: 11:30 a.m. - 1:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, H. Sherwin, R. Tierney

Agenda

I. Announcements

- A. A request to photograph some of our students for a poster display to be used in the hospital was received from Mrs. Tagrin of the Medical Arts Department
- B. There continues to be a great need for blood donors at MGH and we are all encouraged to participate.
- C. The student Centennial birthday display in the White Lobby has been photographed by the news office and participating students interviewed. Story may be published in the Boston Globe.
- D. N. Petzold announced that a gift from the School staff has been purchased for Mrs. Alice Hanna Connors of the Accounting Department to be presented at her retirement party.

II. Old Business

- A. There is no further information available regarding clinic charges for students.
- B. The use of the Freshman Profile Book was discussed. Currently 18 copies are prepared and circulated annually. Discussion followed considering the following issues:
 - 1. What are the implications for the secretarial load?
 - 2. Does everyone who currently receives this information need an individual copy?
 - 3. Should this book be compiled at all? Some faculty and students are concerned about elements of privacy and confidentiality.
 - 4. Will usefulness be diminished if information usually provided is modified in keeping with the revisions of the application form?

Action: Deferred until members can explore some of the concerns within their areas and report back.

Plan for follow up:

 - 1. H. Sherwin will pursue the question of need for this information with the science faculty.
 - 2. Y. Mamone will pursue:
 - a. S.P.S. staff needs for this profile book
 - b. Preparation problems
 - c. Revised format of the profile so that we will know what

information will be available.

3. Several people raised the question as to whether this information might eventually be computerized?

C. Charges for transcripts, course descriptions and catalogs

1. Transcripts - the present policy provides the first free, subsequent requests are \$1.00 each.
Action: The Committee voted to maintain this charge and practice.
2. Course Descriptions
Following discussion it was suggested that, "If further information other than the course description from the school catalog or transcript is requested, there may be an additional charge."
Action: The committee voted to accept the statement which will be printed on the transcript form.
3. Catalogs
The question was raised as to how to manage increasing requests for copies of the catalog to accompany transcripts.
 - a. Should there be an additional charge?
 - b. How many additional catalogs should be ordered and stored for this purpose.
 - c. Are catalogs routinely provided to local colleges for use in evaluating student records? Shouldn't this reduce the number of individual requests.
 - d. Should we provide catalogs at cost?Action: Deferred until Y. Mamone explores and reports back the following:
 1. Cost of catalog currently
 2. To whom are catalogs routinely sent?
 3. Based on requests, how many more should be ordered above and beyond the current mailing list?

D. Centennial Program as relating to the present and future of the School was the focus of the discussion for the remainder of the meeting.

Suggested areas of content to be included:

1. Open curriculum trend
2. Applicants, admission and recruitment
3. School costs, financial aid
4. Input from specific teaching areas
5. Student housing, the proctor system, house government and activities, problems regarding housing
6. Impact on curriculum of changing trends in health care delivery
7. Use of clinical facilities evaluation of educational vs. functional experience

Action: It was agreed that each Coordinator will rite up some relevant comments focusing on his particular area of responsibility and forward them to N. Petzold as soon as possible but no later than July 1, 1973.

III. On-Going Agenda

1. Report on Profile Books
2. Clinic and course charges
3. Student Anxiety and Apathy
4. Plan for future meetings

Respectfully submitted,
Audrey R. Brady
Secretary, Pro Tem

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

MINUTES OF ADMINISTRATIVE GROUP

DATE: Wednesday, November 28, 1973

TIME: 1:30-4:15 p.m.

PLACE: Ruth Sleeper Hall First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
R. Tierney

AGENDA:

I. Approval of Minutes of Previous Meeting:

No Action.

II. Announcements:

- A. NLN has won its case against the Federal Government; millions of dollars previously appropriated, but impounded, will be released; for this School of Nursing, a drastic increase in capitation grants will occur.
- B. Clarification of a new State policy about Maternity leave will be sought by N. Petzold.
- C. Massachusetts Nurses Association asks for a student (freshman or junior) to serve on a national advisory council, meeting in Washinton three times for three days each time, all expenses paid.

III. Old business:

- A. Preparation for site visit by Board of Registration, week of January 21, 1974:
 1. Two Organization Charts were reviewed and modified.
 2. Job Description of Chairman was partly revised.
This will be completed at a later meeting.
 3. Plan for Evaluation of the Total Program:
This is still in compilation.
 4. Instructors' qualification of experience and extent of participation in courses: Ways to compile these data briefly were sought. Miss O'Brien replied to Miss Petzold's telephoned inquiry that the annual report gives many data the same tabular summary, including additional details would be acceptable. The precise form of the table will be worked out later.

(over)

IV. Plans for Future Meetings to Prepare for Site Visit:

- A. Materials must be delivered to the Board of Registration no later than Friday, December 21, 1973.
- B. Curriculum Committee will not meet December 12 or 19, 1973.
- C. In the absence of N. Petzold on December 6 and 7, 1973, members of today's group will meet to work on job descriptions, to complete revision of that for Instructor, and to review those of Assistant Instructor, Chairman, and Coordinator to assure consistency and continuity of the several statements. N. Petzold will review the job description of Director.

V. Future Meetings:

1. Tuesday, December 11, 1973 - 5:30 p.m. - 9:00 p.m.
2. Wednesday, December 12, 1973 - 10:30 a.m. - 12:00 noon.
3. December 19, 1973 - 9:30 to 12:00 noon and 1:00 - 5:00 p.m.

Respectfully submitted,
Helen Sherwin,
Acting Secretary

HS:EY

November 28, 1973

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

MINUTES OF THE ADMINISTRATIVE MEETING

DATE: Tuesday, July 16, 1974

TIME: 2:00-4:00 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: H. Sherwin, presiding; A. Brady, D. Mahoney, Y. Mamone, R. Tierney.

ABSENT: N. Petzold, vacation.

AGENDA:

I. Minutes: None available (July 3, 1974).

II. Announcements:

1. Richard Snyder of the Task Force has been typing the proposal from the Program Development Committee, which he is expected to complete this afternoon or tomorrow. He will then be ready to begin typing of materials for the NLN survey.

III. Ongoing Old and New Business

On hand, ready to be typed: Course descriptions for almost all courses; the one missing seems mislaid and will be replaced.

Faculty Biography sheets Miss Vogel has begun to type these.

Plan for Systematic Evaluation of the total Program This is almost completed; a few revisions from the July 3 meeting were presented today.

The following sections were accepted, to be typed in this order, each section beginning on a new page, with headings on every page, across the 11" dimension of an 8½ x 11 page:

1. Philosophy and objectives
2. Faculty
3. Curriculum
4. Resources and Facilities
6. Financial Aid
8. Health Services
9. Counseling
12. Administration and Organization.

Some revision is still planned for the following sections: to be submitted tomorrow

- 5. Selection of students
- 7. Housing
- 10. Citizenship activity
- 11. Cultural activities

Miss Sherwin will begin preparation of a timetable after these have been typed and assembled.

2. Job Descriptions:

- a. Instructor, Assistant Instructor. A dilemma for many faculty members seems to be that the job responsibilities are almost identical: the qualifications differ as stated by the Board of Registration in Nursing (minimal requirements) and by the School.

Discussion: The group spent a great deal of time clarifying issues and problems as identified by the faculty. A suggestion was made that one job description be prepared for Instructor/Assistant Instructor which would specify the qualifications for the different positions. Whether these should precede or follow the job summary will be decided later.

Action: A. Brady, D. Mahoney, and others as needed will prepare a clearer statement of qualifications, to be presented to this group at the next meeting. Then the question of their placement can be decided.

- b. Chairman: There are some typographical errors and inner inconsistencies in the current description. Members of this group will review these in detail, contrasting them with the job summary accepted today for Instructor/Assistant Instructor, and relaying suggestions to other members before the next meeting. (The Chairman, after all, is an Instructor, with specified additional responsibilities.

3. Retention (of students) in Program: Mr. Tierney presented a painstaking tabulation of the classes entering in 1969, 1970, 1971. The retention rate for the first seemed much lower than for previous classes as reckoned by Miss Hicks. For the two later classes the rates returned to the more familiar.

It was pointed out that the lower retention rate reflected national student unrest at the time, changing policy and practice deliberately to seek out and admit students with exceptional background, changing philosophy which measures individual growth sometimes in terms of decision not to abide by a choice undesirable for the student, etc.

Next Meeting: Tuesday, July 23, 1974, 2:30-5:00 p.m.

- Agenda:
- 1. Review and complete Job Descriptions.
 - 2. Consider narrative sections as prepared and distributed, to be sure that discrepancies do not exist (statistics from various methods of collection, etc.) A certain amount of repetition from section to section is probably desirable.
 - 3. Supporting documents: faculty workshops, especially.

Helen Sherwin
Acting Secretary

J. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Meeting, Administrative Group

Date: Tuesday, July 23, 1974

Hour: 2:30-5 p.m.

Place: Ruth Sleeper Hall, first-floor conference room

Present: H. Sherwin, presiding; A. Brady, D. Mahoney, Y. Mamone, R. Tierney

Absent: N. Petzold

Agenda:

I. Minutes for July 16, 1974, not yet available.

II. Ongoing Old Business:

A. Program Development Committee, proposal: The second proofreading was completed July 22; the typist made corrections this morning.

The third and final proof reading will be done this evening. Then the proposal should be ready for the printer.

Requests to NLN, ANA, and RN, as well as to the Massachusetts Office of Comprehensive Health Planning, for the use of printed published charts and tables (copyrighted and noncopyrighted) have been made.

B. School self-evaluation for NLN survey: Preparation of materials continued today.

1. Sections for the overall evaluation plan are ready for the typist to cut stencils:

Selection of students
Citizenship responsibilities
Cultural opportunities
Housing

2. A sheet of directions for the typist for this plan has been prepared.

3. Job Descriptions:

a. Instructor/Assistant Instructor: The group reviewed, discussed, and finally approved the revision prepared after last week's meeting, checking this carefully against the comments left by Miss Petzold on the Salary Scale.

b. From this, the group revised the Chairman's job description from the revision of 12/73, so that it would be consistent with the Instructor's description.

Further action: D. Mahoney will relay the revision of #1 to Mrs. Yoffe and R. Tierney of #2 to Mrs. Yoffe so that stencils may be cut.

c. Coordinator: Restatement of sections beginning with Qualifications is in order, and will be done.

- d. Salary scale comments about qualifications: The group carefully reviewed these. H. Sherwin will give this to Miss Fitch to be typed and distributed as Miss Petzold had asked.
- e. Narrative sections: The group read and approved the sections from Student Personnel Services:

Section and Criteria (from NLN Criteria for Evaluation)
Students:

#1: Selection

#2: Opportunities--cultural, social, etc.
Citizenship responsibilities

Resources, Facilities, Services:

#4: Health

#4: Counseling and Guidance

#4: Financial Aid

#5: Housing

#5: Food Service

These will be given to Mr. Snyder, the typist, with written directions so that he may cut stencils.

III. Next Meeting: Thursday, July 25, 2-5 p.m.

- A. Agenda: Consideration of narrative sections for consistency and accuracy of statistics, if any are cited.

Review of coordinators' job description.

Respectfully submitted,

Helen Sherwin
Acting secretary

HS:pg
7/23/74

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin

Minutes of Administrative Meeting

Date: Thursday, July 25, 1974

Hour: 2 - 4:20 p.m.

Place: Ruth Sleeper Hall, first floor conference room

Present: H. Sherwin, presiding; A. Brady, D. Mahoney, R. Tierney

Absent: Y. Mamone, N. Petzold

Agenda:

I. Minutes of July 16, and July 23, 1974: Not acted on.

II. Announcements:

A. Students:

1. Wayne Quinn discussed with H. Sherwin the letter placing him on leave of absence for almost a year, after he completes Mental Health Nursing in the fall.
2. Ann Verb has completed Mental Health Nursing and knows it.
3. Deborah Baker does plan to return in September.
4. Dorna Marram has failed Human Behavior; other courses still pending.
5. Mary-Jean Conroy to see H. Sherwin Monday; she has not sought a psychology course this summer.
6. Kimberley Riker has so far been unable to find a psychology course this summer.

III. Ongoing Business: Preparation for MLN survey:

A. Position description completed: Coordinator (editing).

B. Narration: The following sections were read, sometimes edited, and accepted: (figures refer to criteria).

1. Philosophy and Objectives
2. Administration and Organization:

Criteria 6, 8, 9, 10, 11, 12

16 was accepted 7/23

17 (stencil already cut and run off)

18 was accepted 7/23

3. Faculty

Criteria 1, 2, 3

4. Students

Criteria 1 and 2 were accepted 7/23,
except for 2a (leadership skills), which Y. Mamone
was to get from D. McMahon. H. Sherwin will
follow this up.

5. Curriculum

Licensing examination performance--2 pages of stencils
cut and run off.

Others are pending but not ready for this group.

Course descriptions--stencils are being typed and ready
for proofreading by R. Tierney.

6. Resources, Facilities, and Services:

Criterion 1 (stencils cut and run off)

Criterion 4 and 5 accepted 7/23

C. Still to be done: Introductory Statement: current enrollment

1. Administration and Organization:

It had been agreed that N. Petzold would write #1-5,
7, 13, 14, 15.

2. Students

#2a (H. Sherwin will ask Y. Mamone)

3. Curriculum

Many sections being pulled together

4. Resources, Facilities, and Services

#2: Information about clinical facilities--MGH and
cooperating agencies--is in process.

#3 Library facilities: Mark Taylor is compiling these.

5. R. Tierney pointed out that the newly-arrived directions from
NLN about preparation of the report call for inclusion in each
section of the narration, of the recommendations made by the
Board of Review in 1968 relative to that section, and an account
of the work attempts by the school, since, to implement these
recommendations.

Several of the suggestions were discussed.

The coordinators preparing the several sections of the narration
will prepare statements relative to the specific recommendations,
to be added.

Until these are received, the material will not be given to the
typist.

(Policy on Faculty Workload - sources of information about past
Ad Hoc Committees on this problem?)

- IV. Typist from Task Force: A steady, persistent worker, R. Snyder has been meticulous about reporting his 7 or 7½ hour days. He has not hesitated to ask when material has not hesitated to ask when material has not been clear to him. R. Tierney will have more to report about the stencils of course descriptions after proof-reading. He has been using a manual, not an electric typewriter. Miss Sherwin may talk further with Task Force.

Typing of the Proposal for the Program Development Committee (one carbon copy) took more than a week.

- V. Next Meeting: To be arranged with N. Petzold when more materials are ready for review.

Helen Sherwin
Acting Secretary

HS:pg
7/25/74

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, June 5, 1975

TIME: 10:00 a.m. to 12:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, and R. Tierney

ABSENT: NONE

AGENDA

I. Minutes of Previous Meeting

A. No action

II. Announcements

A. None

III. Reports

A. None

IV. Old Business

A. None

V. New Business

A. Student Records

1. Y. Mamone stated that the AdHoc Committee on Student and Faculty Records felt that the Committee had carried matters relating to student records and Public Law #93-380 as far as they could, and at this time input from other groups involved with the School's system of records is necessary. The Ad Hoc Committee has disbanded for this School year and will reconvene in the Fall to begin a review of faculty records.
2. The plan to proceed with the Ad Hoc Committee's recommendations, and request for other group participation in certain areas deemed by them not to be appropriate for their considerations, was outlined as follows by the Administrative group for their involvement.
 - a. Summary of recommendations of the Ad Hoc Committee.
 - 1) Y. Mamone and H. Sherwin will do the summary.
 - b. Recommendations to be acted upon by the appropriate groups.
 - 1) Once summarized the recommendations will be reviewed by Mr. Philip Burling and the Executive Committee.
 - c. Policy Statements
 - 1) To be written by individuals and/or groups at some point
 - d. Implementation
 - 1) To be determined.
3. The cost to the student for duplicating the records, or any part of it, was discussed. Discussion included how the cost was to be determined and what costs were incurred in the process of providing the student/graduate with the materials they had requested. The present practice for transcript charges, charge for a catalogue, and the charges involved for additional search requests were mentioned.
Action: None at this time; however, the Administrative Group felt that all charges in these related areas of supplying duplicated materials or extended documentations should reflect the costs of materials, time and salaries of the persons involved in the search and doing the duplicating.

4. Sealed envelopes, to be opened by the Director, included in student records, were discussed. The use of the envelopes has been a long standing but seldom used practice; and believed to be a way of protecting confidential matters pertaining to a student from a variety of readers who would by utilizing the student's record. It was believed by the Administrative Group that:
 - a. No envelopes have been included in any students' record since January 1, 1975.
 - b. Students are aware of statements, or the nature of the statements being included in their records.

Since Public Law #93-380 states that confidential materials in records prior to January 1, 1975 remain confidential and since students are aware of statements included in their records the following recommendations were made.

Recommendation

It was moved by H. Sherwin and seconded by D. Mahoney that sealed envelopes in records of students and graduates of the School prior to January 1, 1975 need not be removed from the individual records. These envelopes would be open only by the Director of the School or her designate.

Action: The Administrative Group supported the above unanimously.

Recommendation

It was moved by D. Mahoney and seconded by R. Tierney that the practice of using envelopes for confidential matters pertaining to a student be continued as a means of providing further privacy for the student. "To be open by the Director or the student" and the date of discard or the period for which the envelope is to be retained is to be written on the outside of the sealed envelope.

Action: Unanimous agreement

5. The need for documentation of a School Policy pertaining to candidate or applicants to the School who have a history of drug(s) use, convictions involving drugs and/or felony charges.

Action: Discussion only. Y. Mamone will review admissions materials for the statements pertaining to the above areas currently being asked of applicants.

B. Budget Data

1. Major Expense Items - were reviewed and priorities for purchase were set for the 1975-1976 School Year in preparation for a meeting with Hospital Administration.
2. Process for reviewing monthly budget statements was reinforced by N. Petzold. Copies of requisitions are essential to document delivery and assess true charges being made to the School budget.
 - a. Student personal charges and student activity charges are to be assumed by the individuals/groups involved.
 - b. Requisitions, signed by a Coordinator or the Director, are required for all purchases and supplies being requisitioned; including those from CSR, Pharmacy, Upper Store, Print Shop, etc.
 - c. Vacations
 1. N. Petzold requested that Coordinators begin pulling together vacation schedules to plan for the summer vacation period.

VI. Agenda and Next Meeting

- A. The next meeting is scheduled for 3:00 p.m. to 4:30 p.m. on Tuesday
June 10, 1975.
- B. Agenda
 - 1. Registration activities and system for billing students.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

RT:pjm
6/11/75

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, June 19, 1975

TIME: 10:00 a.m. - 12:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin,
R. Tierney

AGENDA

I. Minutes of July 16, 23, 25, 1974 and of June 5, 1975 were accepted as distributed.

II. Announcements

- A. The article by Josephine Dolan in the AJN June 1975 was briefly discussed.
- B. N. Petzold has written a memorandum to the Upper Store asking that only written requisitions with an authorized signature be honored for the School. Students must be notified of official channels and procedures in this respect (Print Shop and other areas, too.)
- C. Student requests for stencils, mimeograph paper, and postage should be charged to their own fund numbers in the usual business like fashion.

III. New Business

- A. Barbara Farquhar, Director of Computer Services, explained her need to make contact with individuals in the School as systems analysis begins in relation eventually to the proposed new programs.
For Admissions, Y. Mamone and L. Kiely will be the people.
- B. Recommendations (1/75) of NLN Council of Diploma Programs Board of Review following site visit of September 1974.
 1. That objectives for the faculty of the School be differentiated from the objectives of the School.
 2. That objectives for the School be developed which identify measurable behaviors of the graduate.
The M.G.H. School faculty has been careful for many years to identify and separate objectives for faculty, for students, and for School administration. The recommendation seems not to understand the care with which this has been thought through. Perhaps, a brief introduction, followed by the objectives "of the faculty for the students" (as School objectives), would help. The faculty next year might review them all and then state "objectives of the School." An additional statement to the effect that "in order to achieve these objectives, faculty and School administration have established these objectives, for themselves...."
 3. That objectives of the School indicate the kind of position and the setting in which the graduate is expected to function.
This is broadly intimated in the third-level overall objective. Third-year nursing teachers are reviewing this now. Curriculum Committee and the general faculty will be involved with this early in the new School Year.

4. That the contractual line between the Director of the School of Nursing and the Director of the M.G.H. Department of Nursing be clarified.

The significant factor appears to be a lack of written reply from the M.G.H. Department of Nursing for all clinical areas used. Copies of our written requests need to be in our files, too.

5. That required educational preparation of the Master's level be specified in the selection policies and in position descriptions of faculty members.

Probably our statements from several sections in the Faculty Manual need to be realigned, with some rewording - an editorial matter rather than change in policy, and then a check against job descriptions.

6. That distinct job descriptions be written for instructor and assistant instructor.

(The current combined description appear to satisfy the need of our teachers to understand the distinctions between the two positions.) There is no point in trying to spell out functions. Perhaps an introductory statement that title, rank, and salary are based on differences in preparation and experience in the field would be helpful.

The first five recommendations are of special concern to the Administrative group, and #6 as well, with input from the general faculty.

- C. Summer Staffing: Vacations: A. Brady, in late September & October; D. Mahoney, last week in July and first two weeks in August; Y. Mamone several consecutive weeks in August before 8/25; R. Tierney, a week in July; H. Sherwin, first 3 weeks in August and perhaps the last week in July; N. Petzold, ? July 14 to August 11 - at least four weeks.

IV. Next Meeting: Monday, June 30 at 10-12 noon. Bring NLN recommendations of 1/75, Faculty Manuals (for exploration of system.)

A. Agenda: Policies to be written or revised: (Systems analysis).

- *1. Course exemptions.
- *2. System of notification of parents of progress of students - the routing of information (see Executive Committee 7/30/74).
3. Students' return to program.
- *4. Tuition fees and room refund.
5. Student withdrawal and resignation.
- *6. Registration and billing.
7. Information on Faculty Data sheets.
8. Policies about Admission of Graduates of single courses.
9. Summary writing and reference writing.
10. Use of liquor in student residences, etc. (in relation to changes in Hospital policy.)
11. Family - educational privacy act and implications.
12. Seniors purchasing School pins.
- *13. Job description, Chairman of Counselors.

* Priority items. Some of these will be considered by Executive Committee.

Respectfully Submitted,

Helen Sherwin
Acting Secretary

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Wednesday, July 2, 1975

TIME: 11:45 a.m. to 12:40 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

GUEST: V. Young

AGENDA

I. Approval of Minutes of Previous Meeting

A. The minutes of the June 19, 1975 meeting were accepted as circulated.

II. Announcements

A. None

III. Reports

A. None

IV. Old Business

A. Y. Mamone distributed copies of the Chairman of Counseling Services job description for Committee member reaction. It is essentially the same as a previous job description that was distributed but utilizes the format and headings of the other School's job descriptions.
Action: Y. Mamone requested feedback from Committee members.

V. New Business

A. The purpose of today's meeting is to review the process for student registration particularly areas involving the systems of accounting and billing of students in preparation for a meeting with members of the Accounting Department (July 3, 1975).

1. Discussion centered around:

- a. Who are the school and accounting staff involved?
- b. What activities begin at registration and follow through the terms?
- c. The initiation and preparation of bills and following cycles?
- d. Recording of statement including refunds of tuition and room fees.
- e. Who assumes responsibility for initiating policy of charges to students and returning students?
- f. Re. - Blue Cross-Blue Shield:
Cost to student - Information on individual and family plans - how soon cards/numbers available?

2. Agreements reached:

- a. Resupport of the tuition and room refund policy (minutes of Executive Committee June 23, 1975).
- b. The revised student bill/registration form was found to be acceptable for printing following the July 3, 1975 meeting with Accounting Department staff.
- c. The making out of the individual student bill should be the responsibility of the School (Financial Aid Officer).
- d. The Financial Aid Officer is the individual responsible for initiating policy of charges to students and returning students.

- e. Arrangements should be made with the Accounting Department for keeping the Financial Aid Officer updated on the current credit standing of each student.
 - f. Questions regarding Blue Cross-Blue Shield should definitely be brought up with the Accounting Department staff.
- B. D. Mahoney moved that a meeting be set up in the immediate future to discuss reentering students paying a full-year's fees if they were taking one course.
- Action: The Committee accepted the motion and set a meeting for July 3, 1975 from 2:30 p.m. to 3:30 p.m. to consider pro-rating of fees for students with irregular programs.

VI. Next Meeting

- A. July 3, 1975 at 10:30 a.m. with Accounting Department staff.

Respectfully Submitted,

Richard Tierney
Secretary, Pro-Tem

RT:pjm
7/9/75

MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
Coordinators' Meeting

Date: Thursday, March 25, 1976

Time: 10:30-11:45 a.m.

Place: Walcott House, 104

Present: Y. Mamone, presiding; A. Brady, D. Mahoney, H. Sherwin, and D. Tierney

Guest: Lucy Ann Shannon

AGENDA

I. Minutes

none

II. Announcements

none

III. Reports

none

IV. Old Business

none

V. New Business

A. Discussion of Future Available space in Walcott House on the second and third.

1. L. A. Shannon reported that the following vacancies will exist, particularly after students have moved out in July, 1976.

- a. Third floor Walcott; 24 rooms
- b. Second Floor, Walcott; 3 rooms

2. Discussion ensued regarding future utilization of the anticipated space. Some suggestions included the following: *204, 205, 207 213 for Peli chairs?*

- a. Conference room space (to accomodate 6-8 persons) particularly for Mental Health and MCN instructors. (Heavy booking of Recreation room has existed.)
- b. Office space for Nursing III faculty (one or two rooms).
- c. Space for students taking examinations at other than scheduled times. *(3 Conf room)*
- d. File Space -- *201*
- e. Additional Commuter Lounge space on second floor. *304*
- f. Space for Social Service--patients or relatives of patients referred by Social Service.
- g. "Pool Rooms" for Medical Students.
- h. Approximately 6 rooms for students to reserve for guests, for vacation periods such as Christmas, and during the summer.

- i. *326 for rest room.*

VI. Next Meeting

- A. May 4, 1976, 10 am. First Floor Conference Room with N. Petzold.

Respectfully submitted

Yolanda M. Mamone
Secretary Pro tem

H. Sherwin
6/22/76

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Group

DATE: Thursday, June 17, 1976

TIME: 9:30 a.m. - 12:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, and R. Tierney

AGENDA

- I. Minutes of Previous Meeting
 - A. Action on minutes of July 2, 1975 deferred until next meeting.
 - B. Review minutes of June 19, 1975 for ongoing agenda and priority listing.
- II. Announcements
 - A. None
- III. Reports
 - A. None
- IV. Old Business (Initiated at either previous Administrative Group meetings or Executive Committee meetings)
 - A. Employee Termination on LOA Policies, Procedures and Forms
 1. Discussions and editing of statements of policies and procedures and forms including:
 - a. Statement on Employee Termination Form (pertaining to School employees terminating or going on leave-of-absence.)
 - b. Employee Termination Form (pertaining to School employees terminating or going on leave-of-absence.)
 - c. Re: Leaves of Absence.

Action: The Administrative Group formalized the above documentations. R. Tierney will provide for the necessary distributions and inclusion in the Faculty Manual.
 - B. Registration Plan (for Freshmen-Second Term and Juniors and Seniors-First and Second Term.)
 1. The Registration Plan was reviewed and statements regarding student rosters (including Coordinator(s) preparation of, variety of rosters required, School Secretary preparation and utilization of, the distribution of, and reference to the Coordinators' monthly meetings) were included in the written plan.

Action: Administrative Group approval included statements and finalization of the Plan. D. Mahoney will provide copies of the completed Registration Plan to appropriate individuals.
 - C. Directory Information (pertaining to the section of the Buckley Amendment - PL93-380 - on the release of Directory Information)
 1. S. Krouscup (School Secretary) and R. Tierney devised a form to be utilized by students wishing to request deletion of Directory Information (more precisely, requesting that the information not be released.) The wording of the form had been reviewed with P. Burling.
 2. A precedural statement, based on previous discussions at various School meetings, on the distribution of the form, the compilation of rosters, and the distribution of the rosters, was documented by S. Krouscup and R. Tierney.

Action: The Administrative Group reviewed and accepted the form and statement of procedure (clarifying the individuals to receive copies of the roster.) R. Tierney will have copies typed for inclusion in the Faculty Manual and distribution to Students.

V. New Business

A. Compliance with Title IX of the Education Amendments of 1972

1. The School has received from the Office of Civil Rights a request to document our progress in complying with the regulations (Title IX) which became effective July 21, 1975.

Action: The Administrative Group read the request and will prepare a response at the next meeting.

VI. Next Meeting and Agenda

A. The next meeting is planned for Tuesday, June 22, 1976 from 10:15 a.m. to 12:00 p.m.

B. Agenda

1. Response to Title IX Compliance
2. Space - Walcott House
3. Policy for Housing Individual Students
4. Charges for Instructional Resource Center
5. Policy - Graduate Nurse Taking a Course

Respectfully Submitted,

Richard Tierney

Secretary, Pro-Tem

RT:pjm
6/21/76

ON GOING AGENDA ITEMS - EXECUTIVE COMMITTEE/ADMINISTRATIVE GROUP

1. Termination - LOA Statements and Form
2. Form - Charges for Tutoring and Make-up of Experiences
3. Space - Walcott House
4. Housing of Individual Students
5. Instructional Resource Center Charges
6. Graduate Nurses - Taking Courses for Licensure Exams
7. Graduating Students Receiving Copy of Transcript
8. Form for Directory Information (PL 93-380)
9. Students Withdrawing and Returning
10. Promotion/Advancement of Students
11. Compliance (Title IX)
12. Employee Transfer Within the School
13. Employee Evaluation (re: Quality Assurance)
14. Preparation for Homecoming
15. Implementing Course Exemption Policy
16. Students Registering at Irregular Times
17. Faculty Manuals

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Group

H. Sherwin
7/1/76
Accepted

DATE: Tuesday, June 22, 1976
TIME: 10:15 a.m. - 12:30 p.m.
PLACE: Ruth Sleeper Hall, First Floor Conference Room
PRESENT: N. Petzold, presiding, A. Brady, D. Mahoney, Y. Mamone, H. Sherwin and R. Tierney
GUEST: L. A. Shannon

AGENDA

- I. Minutes of Previous Meetings
 - A. The minutes of July 2, 1975 were accepted as circulated.
 - B. The minutes of June 17, 1976 were accepted with the following correction:
 1. Page 1, IV, C, 2, - change to read "A procedural..."
- II. Announcements
 - A. Y. Mamone announced the appointment of Carol Reynolds to the position of Chairman of Student Health Services. She will be oriented during the month of August.
- III. New Business
 - A. The remainder of the meeting was devoted to discussion and planning for available space on the second and third floor of Walcott House. The committee reviewed rooms on Walcott 2.
Action: The committee made the suggestions and agreed to the following plan for school year 1976-1977.
 1. Second Floor
 - a. There will be no major relocation of departments presently housed on Walcott second floor.
 - b. Three rooms 204, 205, 207 will be equipped with folding chairs and a student desk. These rooms will be labeled conference rooms and will be booked through Mrs. Yoffe.
 - c. Room 201 will be assigned to the Nursing III evening instructors. D. McMahon's extra file can be accommodated in 201.
 - d. Room 213 will be assigned to one of the Pediatric nursing instructors. No phone will be installed in this office.
 - e. Commuting student lounge will be relocated to the third floor.
 2. Third Floor
 - a. Room 304 near kitchen will be assigned to commuter students.
 3. Rest rooms for faculty or students will be 326 and 331.
 4. Rooms 305, 306, 307 are available for use as conference rooms.
 5. Stretch of rooms from 301 - 307 will be reserved for school use.
 - B. L. Shannon will be a guest at Executive Committee at 1:15 p.m. on Wednesday, June 23, 1976 to help with finalization of residence policies.
- IV. Next Meeting
 - A. Thursday, July 1, 1976 from 10:30 a.m. - 12:00 p.m., First Floor Conference Room.

Respectfully Submitted,

Audrey R. Brady
Secretary, Pro-Tem

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Ongoing Agenda - Administrative Primarily
(as of 6/22/76)

1. Form - charges for tutoring and making up experiences
(Y.M. and V.Y. to meet with Peter Elmuts and ? Harold Emrich to agree on proposed form and submit to administrative group for endorsement.)
2. Space - Walcott. Complete designation of 2nd & 3rd floor space.
? (need for evening & night desk person - explore with K. Bander/
or G. Nesselini - latter as administrative representative for cc. 200)
3. Housing Policy - for others than enrolled students.
4. Compliance (Title IX) - also: review our published statements on non-discrimination.
5. Compliance with IRS rulings re non-(racial) discrimination for tax exempt institutions
Development of statement of affirmative action for staff and students.
6. Instructional Resource Center Charges.
7. Graduate Nurses - Taking Courses for Licensure Exams.
8. Graduating Students Receiving Copy of Transcript.
9. Students Withdrawing and Returning.
10. Promotion/Advancement of Students/ ? statement of minimum time spent in program.
11. Employee Transfer Within the School.
12. Employee Evaluation (re: Quality Assurance).
13. Preparation for Homecoming.
14. Implementing Course Exemption Policy - especially re T. Sheehy for 9/76.
15. Students Registering at Irregular Times (?)
16. Faculty Manuals.
17. Pulling Together Statement of Charges/Costs/Billing, etc.
18. Recommendations of NLN Accreditation Visit 1975.
19. Plan to Approach Review/Revision of Philosophy and Objectives in Faculty Meeting (see also NLN recommendations).
20. Identification of Interim Grievance Procedure.

21. Suggestions for Revision of Student Resignation/Termination Form.
22. Explore Increasing Non-returnable Registration Fee to \$100.00.
(is the \$50.00 registration fee now being deducted when refunds are given to resigning students?)

AFFIRMATIVE ACTION

Helene Sherrin
9/2/76

Boston State College - Flexible Admissions Program

A 35 week intensive developmental program for students from the Boston School System to assist them in acquiring certain skills (reading, writing and basic computation) to enable persons to fulfill own needs and needs of society.

Have been in contact with these people, and as soon as a decision is made on the status of the school, I will be in touch with them. If we admit a class in 1977, I will meet with them to discuss quality education.

ODWIN - Continue our relationship with ODWIN - Refer students and accept qualified students who have gone through the program.

Media - Advertising in the Bay State Banner and the Jamaica Plain Ledger Consortium re: The M.G.H. School of Nursing. Question advertising in the Chicano News.

NSSFNS - Reestablish contact with this group and possibly plan attending one of their Regional Programs. In the past we have contacted many students referred to us. P. Horn, a returning student was initially contacted through NSSFNS

Career Day/Nights - Plans to recruit minority students through these programs if a class is to be admitted in 1977. Newman Prep has many minority students.

South End Neighborhood Action Program, Inc. - Will continue to try to establish referral relationship.

Entering class - Man - 9

Blacks - 4
1 College Graduate
1 Private school - originally from the W. Indies
1 ODWIN - W.I.
1 Returning student

The majority of black applicants interviewed this year are from the W.I. and/or Haiti, one from Ethiopia and all have been referred to ODWIN, because they did not meet criteria. Some are already enrolled.

An attempt should be made to recruit minorities from the Boston School System - however, this has been difficult in the recent past due to bussing problems in the city.

Enrollment in 1976 - Men - 26 (one completing in Nov.)

Blacks - 6 plus 1 returning in February - one from ODWIN
Orientals - 1

An attempt is always made to follow-up with students who are having difficulty progressing from one level to another in the program.

The Civil Rights Statement currently appears in the following:

1. The School Catalogue
2. The School's Application Form
3. The School's Financial Aid Application
4. The SPS "Flyer" includes the statement as well as specific reference to

Title IX Coordinators. We plan to expand our Statement in the School Catalogue to include the latter. We will also attempt to include the total statement in the Student Manual

NERD recruiting activities
Foreign graduate nurses
Interview with SF - telephone
personal
MVA booklet listing School
MVA booklet "
Radio - open house

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin

9/2/76
accepted

Minutes of the Administrative Group

DATE: Thursday, July 1, 1977⁶
TIME: 9:30 a.m. - 12:30 p.m.
PLACE: Ruth Sleeper Hall, First Floor Conference Room
PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, and R. Tierney

AGENDA

I. Minutes of Previous Meeting

A. The minutes of June 22, 1976 meeting were accepted as circulated.

II. Announcements

- A. The photocopy machine in Walcott will be replaced by a new cold process one. It will be coming within the next week.
- B. The change in hospital plans to celebrate Veterans Day on November 11th instead of October 25th has precipitated a need to adopt the second year calendar. H. Sherwin and D. Mahoney will plan for this change and communicate the plan to the Junior students.
- C. In planning the schedule for 1976-1977 faculty meetings there is a need to consider alternate dates for the November meeting, Coordinators are requested to provide input as to which date would seem best.
- D. About 25 members of the Mass. College Personnel Association will hold a meeting in Walcott on November 10, 1976 (afternoon).
- E. The Mass. Rehabilitation Hospital will be utilized by several other nursing schools in the fall. Schedules are arranged so that no time conflicts will occur.

III. Reports

A. None

IV. Old Business

- A. Some minor suggested changes were made for the recently revised Policy for Guests in the Residence.
Action: Unanimously accepted
- B. Refund Policy to Students for Tuition and Room Costs (6/23/75).
This policy was revised to include fees as refundable on the same basis as tuition and room costs.
Action: Unanimously approved.
- C. Policy about Charges for Fees (7/9/75) seem no longer necessary, because of the Change in Policy to make fees payable by Term instead of once a year.
Action: Approved to delete it as it currently exists. Any content that should be retained will be incorporated into other policies regarding charges, refunds, irregular students and exemptions.
- D. Follow up on proposed revisions for the Policies on Payment Schedule (See Executive Committee Minutes 6/7/76) and Course Exemptions (See Executive Committee Minutes 6/23/76).
Y. Mamone suggested that these policies be incorporated under the heading: Information Relative to Students Meeting School Financial Obligations.
Action: Y. Mamone will prepare a compilation of this material for review at an Executive Committee or Administrative Meeting in the near future.

- E. Statement and Charges Relative to Students with Irregular Programs.
Several suggestions for wording of the statement on charges were suggested. The consensus was that Tuition charges be as established for the individual courses and that the fees and room costs be prorated. Some fees, namely Boston Lying-In Agency, yearbook, graduation and school pin fees should be paid in full or not at all depending on applicability. Action: Y. Mamone will review the current practices with V. Young and return with suggestions as to the best method of prorating the fees and room costs (ie. monthly, weekly, duration of course etc.). The current statement about Irregular students and the policy about their charges (when completed) will be included in Section III of the Faculty Manual.
- F. The recently approved registration plans will be included in the Faculty Manual.

V. New Business

A. None

- VI. Next Administrative Meeting will be held on September 2, 1976 from 9:00 a.m. to 12:00 p.m.

Respectfully Submitted,

Dorothy Mahoney
Secretary, Pro-Tem

DM:pjm
7/8/76

H. Sherwin

Massachusetts General Hospital

School of Nursing

NATALIE PETZOLD, R.N.
DIRECTOR

BOSTON 02114
TELEPHONE (617) 726-_____

November 17, 1976

TO: Natalie Petzold
RE: Ann Marbury
FROM: Dorothy McMahon, Chariman, Nursing III

This letter is to document Ann Marbury's status as a part-time student from October 5, 1976 until November 8, 1976. She attended Core I classes during this time period. As of November 8, 1976, she became a full-time senior student.

DMcM:mmm

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin

11/19/76
accepted

Minutes of Administrative Committee

DATE: Thursday, September 2, 1976

TIME: 9:15 a.m. - 12:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin and
R. Tierney

GUEST: R. Olsen

AGENDA

I. Minutes of Previous Meeting

- A. The minutes of July 1, 1976 were accepted with the following corrections:
1. Correct the DATE July 1, 1977 to July 1, 1976.
 2. Under II, B., correct adopt to adapt.

II. Announcements

- A. N. Petzold requested from the coordinators that a supply of copies of all policies, forms, etc. be maintained in the files.
- B. Letters of appointment to faculty members should follow a general format which N. Petzold has developed and revised throughout the years. Sample letters are available through Miss Fitch.
- C. The Health Clinic Hours have been changed to 8:00 a.m. - 4:00 p.m. daily with the following exception: After October 1, 1976 the Health Clinic will not be open from 1:00 p.m. - 4:00 p.m. on Mondays.

III. Reports

A. Buckley Amendment

1. Y. Mamone reported on some of the recent revisions to the Buckley Amendment. Since the changes do not directly effect the procedures and policies developed by the School to comply with the Regulations Y. Mamone recommended that the School continue with the established policies for compliance.
Action: Unanimously approved.

IV. Old Business

A. Proposed Educational Program (R. Olsen)

1. Discussion ensued regarding establishing priorities of the recommended facilities, equipment, furnishings, and renovations for the proposed Master's Program in Nursing.
2. After a thorough review of the recommendations, priorities were recommended by the Administrative group for the "start up" of the program should approval be given for degree granting authority by the Board of Higher Education.
3. N. Petzold will forward the final recommended priorities to the Office of Educational Planning.

V. New Business

A. Secretarial Workload

1. Concern was expressed regarding the quantity of clerical work which is done by the secretaries during peak periods such as during the summer months.
2. It was generally agreed that major issues and needs should be reviewed carefully.

Action: Tabled for further discussion.

B. Faculty Meeting Agenda

1. Items to be included on the agenda for the September 27, 1976 Faculty Meeting were discussed and prioritized.

VI. Future Meetings and Agenda

A. November 19, 1976 - 10:00 a.m. to 12:00 p.m.

1. Secretarial Work Load.
2. N.L.N. Accreditation Recommendations.

B. December 17, 1976 - 10:00 a.m. - 12:00 p.m.

Respectfully Submitted,

Yolanda Mamone
Secretary, Pro-Tem

YMM:pjm
11/17/76

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative ^{Meeting} ~~Committee~~

DATE: Friday, November 19, 1976

TIME: 10:00 a.m. to 12:25 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin and R. Tierney

AGENDA

- I. Minutes of Previous Meeting
 - A. The minutes of September 2, 1976 were accepted as circulated.
- II. Announcements
 - A. Plans for specific updating of the school catalogue are underway.
- III. Reports
 - A. None
- IV. Old Business
 - A. Secretarial work loads
 1. Problem: Sharp contrast of periods of heavy load and light load.
 - a. Areas needing secretarial help: Health Clinic, Financial Aid Office, and Library Instructional Media Center.
 - b. Nature of help needed: Telephone coverage, requisitioning of films and other materials. Maintenance and repair of equipment.
 - c. Peak loads: May-August (when teachers have more time to revise materials extensively for courses in the next year. For Library-Media Center, August.)
 2. What is the nature of the tasks involved? (typing, mimeographing, collating, filing, collection and delivery of materials of various kinds.)
 3. What schedules (hours, days) may be involved?
 4. What size or bulk of load is involved?
 5. Systems activities, perhaps, rather than "secretarial" activities have become prominent.
 6. Changes over the years: Academic calendar, student activities, academic preparation of teachers.
 - B. Ongoing Agenda established June 22, 1976.
- V. New Business
 - A. None
- VI. Next Meeting: Friday, December 17, 1976 from 10:00 a.m. - 12:00 p.m.
 - A. Agenda
 1. Secretarial load, continued consideration
 2. NLN Board of Review (accreditation) recommendations, January 1975.
 3. Ongoing Agenda (established 6/22/76)
 4. Summary of performance following resignation of a student.

Respectfully Submitted,

Helen Sherwin
Acting Secretary

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin

1/13/77 accepted

Minutes of Administrative Meeting

DATE: Friday, December 17, 1976

TIME: 10:00 a.m. to 12:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin and R. Tierney

GUEST: S. Krouscup (School Secretary)

AGENDA

I. Minutes of Previous Meeting

A. The minutes of the November 19, 1976 meeting were accepted with the following correction:

1. Title of minutes of read: Minutes of Administrative Meeting.

B. Further correction to minutes of September 2, 1976 meeting.

1. Title of minutes to read: Minutes of Administrative Meeting.

II. Announcements

A. None

III. Reports

A. None

IV. Old Business

A. Review of Ongoing Agenda - Administrative Primarily

1. The ongoing agenda (last update - June 22, 1976) was reviewed and updated.

Action: To be typed and distributed to the Administrative group by N. Petzold's office.

B. Review and Revision of form - Summary Statement on Resigned Students

1. Discussion of the use of the form (presently used for resigned Freshmen students) included the possibility of utilizing the form for resigned Junior and Senior students.

Action: Continue use of the form for resigned Freshmen and initiate the use of the form for resigned Senior students. Use with the Junior students was ruled out since courses in the Second year (because of sequence, length of time, etc.) provide situations whereby the same information is already included in the resigned student's record and use of the form means duplicating information.

2. A review of the text of the form led to much discussion of wording and intent of the information requested. Guidelines for the information being sought need to be delineated for use with the form (i.e. course and level objectives, residence policies, health policies, etc.) supporting the faculty member's recommendation.

Action: Discussion tabled for discussion at a later meeting because of time.

V. New Business

A. Copy of Transcript to Graduating Students - S. Krouscup

- 1/13/77
front side
only (hours
and grades)
1. S. Krouscup, School Secretary proposed for consideration the School providing each graduating student with a copy of their completed Permanent Record Card (a transcript) for their own personal interest. This would provide the student with information pertaining their School record (of course grades, course hours, class rank, and quality point average) as it would be maintained in the School files.
 2. The transcript, with a copy of the Transcript Profile, would be mailed to the graduate after graduation (allowing for the recording of Senior Year grades, hours and quality points).
 - a. The transcript provided the graduate would be the no charge copy (previously - no charge for first transcript request) and subsequent copies would be for a fee (\$1.00 per copy).

3. Additional discussion entailed having graduating students pre-address envelopes for mailing the transcript; and the School stamping the transcript "for graduate's use."

Action: Y. Mamone moved that the graduating student be provided an official School transcript for their personal information at no charge (any additional copies of the transcript would require payment of \$1.00). H. Sherwin seconded the motion. Vote was unanimous accepting the motion. R. Tierney will implement the plan with this year's graduating class.

VI. Next Meeting

- A. The next meeting is planned for January 13, 1977 (Thursday) at 10:00 a.m.

Respectfully Submitted,

Richard Tierney
Secretary, Pro-Tem

RT:pjm
12/29/76

